	APOLLO HOSPITALS, SECUNDERABAD		IMS – 07
			Issue: C
	POLICY ON REVIEW OF MEDICAL RECORDS		Date:06-01-2017
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PREPARED BY: Hospital Administrator		APPROVED BY: Chief Executive Officer	

1.0 Policy:

To adhere to a structured way of reviewing Medical records

2.0 Purpose:

To review Medical records for appropriateness and completeness (*Annexure “Medical Record Review template”*)

3.0 Scope

Open and closed review of all Medical records of Apollo Hospitals, Secunderabad


4.0 Definition

- **Open medical record review:** Reviewing of Medical record when the patient still remains admitted in the hospital.
- **Closed Medical record Review:** Reviewing of Medical record when the patient is discharged / has left from the hospital

5.0 Responsibility

Hospital Administrator supported by Medical Records personnel

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6.0 Procedure:

6.1 Medical record review template shall be followed in Apollo Hospitals, Secunderabad for reviewing the medical records (open and closed). General template is used by Medical records personnel and Clinical template is used by doctors/ Dy.M.S/ Case Manager


6.2 In Patient

6.2.1 Open record review:

- The records are reviewed (statistically valid sample size- at least 33%) by the concerned Ward Doctors, Nurses, and Physiotherapist for completeness and appropriateness.
- All the concerned staff shall follow medical record review template for reviewing the records
- Whenever entries are incomplete or missing, this shall be brought to the notice of the concerned staff and rectified before sending it to the medical records department.
- In case of surgery, the Ward Doctors shall verify the operation notes and anesthesia records.
- All the consents of the patient shall be verified.
- The ward Secretary shall hand over the records to the Medical records department personnel soon after the discharge of the patient

6.2.2 Closed Medical record review:

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- The records shall be collected at a designated place on day-to-day basis for closed medical record review.
- A team of medical officers, staff nurses, physiotherapist, medical record personnel and any other personnel as deemed necessary by Dy. Medical Superintendent shall review the records (statistically valid sample size- at least 33% to start with). Whenever any deficiencies are found, these records shall be sent to the concerned person for completion through the medical records department.
- After completion of deficiencies, the records shall be returned to the Medical records department for filing.

Annexure -Medical record review template – General and Clinical

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